

IMPORTANT:

Lost keys must be reported immediately to: Emily Baker (emilyeb2@illinois.edu)

Refer to the Armory Toolbox Manual for:

- Pickup/Transfer/Return procedures (also noted below).
- Tool and toolbox storage instructions.

Issues which will affect your ability to continue using the Armory Toolbox:

- Tool loss. Some wear and tear is expected, and bits may break, but losing tools is unacceptable.
- Failure to adhere to the timely return or hand-off on the toolbox and key.
- Reported misuse of tools.

UPON RECEIVING toolbox:

1. Confirm Toolbox Key is attach key to the Armory Keychain -AND- NEVER carry as a separate key.
2. Use the erasable tool checklist in the Armory Toolbox Manual to verify all tools are present.
3. Note any missing tools or any delays from the previous user in transferring the toolbox.
4. Immediately email verification and notes to: Emily Baker (emilyeb2@illinois.edu)

BEFORE TRANSFERING or RETURNING toolbox:

1. Use the erasable tool checklist in the Armory Toolbox Manual to verify all tools are present.
2. Store tools as directed by the Amory Toolbox Manual and toolbox signage.
3. Note any issues you had, either with tool performance, damage, loss.
4. Immediately email verification and notes to: Emily Baker (emilyeb2@illinois.edu)

ADDITIONAL TOOLS AVAILABLE:

Additional tools are available for checkout at KStore with approval of Armory Manager.

You are personally responsible for any additional tools:

1. Return additional tools immediately after rental period.
2. Never transfer to another user.

NOTE: If returned to KStore, note the staff/store worker who received the keys in case there questions later.

INSTRUCTIONS

UPON RECEIVING:

1. Use checklist to confirm contents.
2. Contact Emily Baker (emilyeb2@illinois.edu) if anything is damaged or missing.
3. When not in use, lock and secure toolbox per instructions in this manual.

BEFORE RETURNING/TRANSFERRING:

1. Use checklist to confirm contents.
2. Contact Emily Baker (emilyeb2@illinois.edu) if anything is damaged or missing.
3. Pack toolbox contents as illustrated in this manual.

Return/Transfer Toolbox On or Before:

Return to KStore.

Transfer to Next Production.

NOTE: Prior to transfer, additional tools listed below must be returned to the KStore.

ADDITIONAL TOOLS borrowed from KStore

Checklist

Use **ONLY DRY ERASE** markers on this sheet.

See the "Instructions" page for any additional tools borrowed from the KStore.

Top - Tool Compartment

	Tack Puller (1)
	Tape Measure
	Screwdriver > Phillips
	Screwdriver > Flathead
	Utility Knife
	Crescent Wrench
	Diagonal Cutters
	Pliers > Slip-Joint
	Pliers > Needle-Nose

Internal - Bottom

	Compact Drill (1)
	Impact Driver (1)
	Batteries (4)
	Chargers (2)

Internal - Top (Stored crossways)

	Level (1)
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Top - Hardware Compartment

<i>Misc hardware leftover/donated from other shows may be stored here, but only verify the items listed below.</i>	
	1/8" Twist Bit (2)
	Square-Drive Bits (2)
	Phillips Bits (2)
	T-50 Staples (<i>note if low</i>)

Internal - Side Pocket

	Framing Square (1)
	Stapler (1)
	Hammer (1)
	Rubber Mallet (1)

Internal - Armory Toolbox Manual

	Dry Erase Marker (1). <i>(Please note if drying out.)</i>
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DAMAGED/MISSING/NOTES

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Toolbox Storage & Layout

Storage and Security

- When not in use, the toolbox must be locked with the padlock, and the padlock must be locked to the cable secured to the backstage cage.
- Where additional tools have been borrowed, they must either fit in the toolbox, or be secured outside the toolbox using the cable.
- Electric tools secured outside the box must not be within operational distance of a plug.

Layout and Packing

- Tools MUST be stored as directed by the labeling and pictures below.
- Once packed as illustrated, additional tools may be stored wherever they will fit.
- IMPORTANT:
 - Changing tool locations makes it difficult to take inventory, and in some cases, prevents tools from fitting in the box.
 - Returning the toolbox out of order and/or in disarray will prevent you from using it future.

Top Tool & Hardware Compartments

Note that the bits and staples have a designated red bin. The remaining, unlabeled red bins can be used for hardware, and may contain hardware left over from previous productions.



Internal Tool Compartments

The toolbox contains packing diagram affixed to a removable board. Beneath that board are the batteries.



**MAKE SURE
Framing Square is ANGLED
with CORNER UP with corner
at THIS END of the box.**

Pack as follows:

1. Once the batteries are packed, place the board on top as pictured.
2. Orient the Battery Chargers as pictured to accommodate the Level.
3. Pack the side compartment with the tools noted, BUT – IMPORTANT – be sure to orient the framing square as pictured, with the corner UP and the high end beside the drivers. You will also need to angle it to fit inside the wheel well at the other end.
4. Place the level on top per the diagram board (pictured right).
5. Pack this manual and any additional tools on top.

NOTE: I don't care how you pack the tools while in use as long as ALL are secured each night, but the toolbox must be returned in this configuration.

